

**Alaska Court System
Class Specification**

CLERICAL ASSISTANT

Range: 6

SOC: 43-9061

EEO4: 06

Class Code: C3722

Definition:

Under direct supervision, the Clerical Assistant performs routine clerical and office support functions.

Distinguishing Characteristics:

The Clerical Assistant is distinguished from the Deputy Clerk series by the routine nature, limited scope, and direct supervision provided.

Supervision Received: The Clerical Assistant works under direct supervision.

Supervision Exercised: Supervisory responsibility is not assigned.

Examples of Duties:

Check physical box inventory against contents index.

Prepare documents for the imaging process by removing staples, paper clips, and attached notes.

Photocopy documents as necessary.

Remove duplicate copies of documents, envelopes, and other nonpermanent items from files in accord with Administrative Bulletin 25.

Perform other clerical duties as assigned.

Knowledge, Skills, Abilities:

Knowledge of standard office procedures and practices.

Some knowledge of filing and basic recordkeeping systems.

Ability to perform routine clerical tasks.

Ability to comprehend and follow oral and written instructions, procedures, and guideline.

Ability to recognize confidential records and flag special handling.

Ability to sort and organize files rank numerically.

Ability to operate copy machines.

Minimum Qualifications:

A high school diploma or General Educational Development (GED) Certificate.

12/09 – Established

02/14 – Remove MQQ's